

Field Biologist Training program

MENTOR'S DAILY PROGRESS REPORT

Trainee:

Mentor:

Date:

TASKS ACCOMPLISHED FOR THE DAY:

Please refer to the Standardized Progress Report Guidelines for descriptions of performance factors. Specific comments are required for all performance factor ratings of **I** (improvement needed) or **E** (exceeds standard for this classification), however, comments on any aspect of the trainee's performance are encouraged. Please make all comments on the back of this form.

PERFORMANCE FACTORS	<u>I</u>	<u>M</u>	<u>E</u>	PERFORMANCE FACTORS	<u>I</u>	<u>M</u>	<u>E</u>
KNOWLEDGE AND PERFORMANCE - trainee's knowledge in each category and ability to apply this knowledge.				COMMUNICATIONS SKILLS - trainee's ability to communicate information in all aspects of work.			
1. State and Department policies, regulations, and procedures related to the tasks learned..				7. Writing skills - Documents are organized, complete, concise, and neat. Uses proper grammar, format, spelling, and language..			
2. Equipment operation, care and safe use.				8. Verbal skills - Ability to communicate ideas and concepts to a variety of audiences.			
3. Resource information and evaluation techniques.				RELATIONSHIPS - trainee's ability to interact in an appropriate and efficient manner.			
4. Driving skill - Safe operation of vehicles and trailers.							
5. Safety in all aspects of work for self and others.				9. Public and other agencies.			
6. Problem solving and making recommendations.				10. Department members.			

